

TRANSMITTAL # 2

MEMORANDUM

August 12, 2003

TO: Workforce Development Council
FROM: Roger B. Madsen, Director
SUBJECT: Modifications to the Five-Year Strategic Plan for
Title IB of WIA and Wagner-Peyser

ACTION REQUESTED: Information Only.

BACKGROUND:

At our last meeting, we notified you that the State would be required to negotiate performance standards for years 4 and 5 of the WIA. Subsequent to our meeting, we were notified that we must submit a modification to the plan to incorporate the negotiated performance standards and we drafted Modification No. 1 to the Strategic Five-Year Plan. We incorporated other policy changes previously adopted by the Council. The changes are detailed in the attachment along with references to the complete plan. If you wish to review the full plan, it can be found at <http://www.jobservice.us/wia1/wiaplanmod1.doc>.

Three changes not previously reviewed by the Council were also included.

1. The results of our negotiations with the Regional Office of the U.S. Department of Labor are included as an attachment to this transmittal.
2. The plan for the use of the WIA State 15% funds is also included as an attachment. With some exceptions, programs and funding are consistent with prior plans approved by the Council. Because of the significant drop in youth funding, the total for Youth in Need funds distributed to the local areas was doubled to \$200,000 and a new formula was developed. Half of the funds will be divided among those areas with youth poverty rates that exceed the state average and the second half will consider the decline in PY 2003 funding and the utilization of PY 2002 funding. Four areas are eligible for these funds. The infrastructure funds for one stop were reduced from 15% to 10% to make these funds available. At the conclusion of the pilot to offer specialized phone support for those with vision impairments, the State determined that it will no longer participate in a program offered by the National Federation for the Blind. Personalized staff support will be offered as an alternative offering improved service access at a lower cost.
3. Subsequent to submission of the plan, new guidelines were received for the Migrant and Seasonal Farmworker Plan, Attachment #13. This is currently available for public review and is attached to this transmittal. This revised plan will be submitted as Modification No. 2 to the plan.

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Attachments

State of Idaho
Five-Year Strategic Plan
Title IB of the Workforce Investment Act and Wagner-Peyser
Modification No. 1

The Strategic Five Year Workforce Investment Plan for Title I of the Workforce Investment Act of 1998 and the Wagner Peyser Act is being modified. The following information outlines those areas of the plan proposed for modification.

Section III. Assessment
III.B.1.d.iii. p. 26

Local area allocations, based on the Federal allotments for PY 2003, have been updated and included in this section. No formula changes were made.

Section III. Assessment
III.B.1.e. p. 26

This modification describes the competitive and noncompetitive processes used at the state level under Title I of WIA, following procedures established by the Idaho Department of Administration. Please refer to the documents comprising Attachment 6. ¹

Section III. Assessment
III.B.1.h. p. 31

The Workforce Development Council has approved and adopted a policy for the recapture of unexpended funds of all three WIA programs after the second year. This policy also addresses the process of reallocation made to those areas that have expended and exceeded their obligational requirements. Also in this section is a clarification of the process for the recapture of unexpended State Funds allocated to local areas, also approved by the Workforce Development Council.¹

Section III. Assessment
III.B.1.h. p. 32

With the passage of PL 107-288, Jobs for Veterans, priority of service extends to USDOL funded employment and training programs for veterans meeting programs' eligibility requirements. This section notes that the State of Idaho will comply with this new directive once federal implementation guidelines have been issued.²

¹ Policy approved by the WDC at an earlier meeting

² If options are available to the state, this will be presented to the WDC for consideration.

Section III. Assessment

III.B.3.c.i. p. 45

Policies for initial eligibility now include established criteria for those wishing to be eligible training providers in the WIA program, including proprietary schools complying with Idaho State Board of Education requirements. This section also addresses the eligibility of out-of-state providers wishing to participate as eligible training providers under WIA.¹

Section III. Assessment

III.B.3.c.i. p. 47

Due to the difficulty in implementation of the subsequent eligibility process for eligible training provider under WIA, USDOL has issued the State of Idaho a waiver to these requirements until June 30, 2004. As such, the initial eligibility process has been extended to current and future eligible providers. Much of the reference to the subsequent eligibility process has since been removed.¹

Section IV. Strategies for Improvement

IV.B.9. p. 71

See reference to Section III. Assessment, III.B.1.h. p. 32

Section IV. Strategies for Improvement

IV.B.16. p. 80

Awards additional funds for youth services from State 15% funds and proposes new procedures for allocating funds to local areas based on concentration of youth in need.³

Optional Table for State Performance Indicators and Goals, p. 100

The table reflects the results of negotiations of performance standards for years 4 and 5.³

State 15% Set-aside Plans, Attachment 10, pp. 144-146

Several changes from the prior year are proposed in the use of State 15% funds. In the mandatory category of expenditures, funds for assistance to the One Stop System were reduced from 15% to 10% of new funding available. At the same time, an increase of

¹ Policy approved by the WDC at an earlier meeting

³ This modification was not previously considered by the WDC

\$100,000 was made to funds awarded for youth in need to mitigate the impact of a 27% loss of funds in the state's youth program. In the discretionary portion of the fund, several discretionary activities were eliminated with funds redirected to balance a growing number of dislocated workers with the significant reductions in funds available for services to this population.³

Wagner-Peyser State Plan for Agricultural Services, PY 2003, Attachment 13, pp. 149-161

The State's Migrant and Seasonal Farmworker (MSFW) plan has been updated for the coming program year. The State of Idaho is committed to serving the MSFW population within the state. This population is vital to the agricultural industry, one of the largest industries within the state. As such, services should be and are extended to MSFWs and their employers, so that they receive the services they merit.³

³ This modification was not previously considered by the WDC

State Performance Goals

Performance Measurement	PY2000	PY2001	PY2002	PY2003	PY2004
<u><i>Adult Programs</i></u>					
1. Entry into unsubsidized employment;	69%	71%	72%	76%	76%
2. Retention in unsubsidized employment @ six months	79%	80%	81%	84%	84%
3. Earnings @ six months	\$3500	\$3600	\$3700	\$3,475	\$3,475
4. Attainment of a recognized credential relating to achievement of educational skills by participants who enter unsubsidized employment.	45%	46%	47%	55%	55%
<u><i>Dislocated Worker Program</i></u>					
5. Entry into unsubsidized employment;	73%	75%	77%	85%	85%
6. Retention @ six months	88%	88%	88%	90%	90%
7. Earnings @ six months	92%	93%	94%	88%	88%
8. Attainment of a recognized credential relating to achievement of educational skills or occupational skills by participants who enter unsubsidized employment.	45%	46%	47%	55%	55%
<u><i>Older Youth (aged 19-21)</i></u>					
9. Entry into unsubsidized employment;	68%	69%	70%	68%	68%
10. Retention @ six months	80%	81%	81%	80%	80%
11. Earnings @ six months	\$2353	\$2500	\$2800	\$3,000	\$3,000
12. Attainment of a recognized credential relating to achievement of educational skills by participants who enter unsubsidized employment or who enter postsecondary education, advanced training or unsubsidized employment.	35%	36%	37%	43%	43%
<u><i>Younger Youth (aged 14-18)</i></u>					
13. Attainment of basic skills and, as appropriate, work readiness or occupational skills;					
14. Attainment of secondary school diplomas and their recognized equivalents; and	60%	72%	74%	82%	82%
15. Placement and retention in postsecondary education, advanced training, military service, employment, or qualified apprenticeships.	50%	55%	55%	60%	60%
	54%	55%	56%	60%	60%
<u>Customer Satisfaction</u>					
16. <u>Participant customer satisfaction</u>	68%	69%	70%	80%	80%
17. Employer customer satisfaction	66%	67%	68%	78%	78%

State 15% Plan for WIA Title IB

WIA Title IB funds reserved for state level activities will be used to support the following:

- Rapid response activities for dislocated workers;
- Disseminating:
 - The State list of eligible providers of training services (including those providing non-traditional training services), for adults and dislocated workers;
 - Information identifying eligible providers of on-the-job training and customized training;
 - Performance and program cost information about these providers; and
 - A list of eligible providers of youth activities;
- Conducting evaluations of adults, dislocated workers and youth activities, to establish and promote methods for continuously improving such activities to achieve high-level performance within, and high-level outcomes from, the Statewide workforce investment system;
- Providing incentive grants to local areas for regional cooperation among local boards, for local coordination of activities carried out under WIA; and for exemplary performance by local areas on the performance measures;
- Providing technical assistance to local areas that fail to meet local performance measures;
- Assisting in the establishment and operation of One Stop delivery systems;
- Providing additional assistance to local areas that have high concentrations of eligible youth; and
- Operating a fiscal and management accountability information system.

Specifically, PY 2000 funds (estimated budgets) will be used to support the following activities and services:

Rapid Response (see Section IV B. 13)

The full 25% will be reserved for use in Rapid Response activities. Approximately \$200,000 per year will be used for direct Rapid Response activities with the remaining funds distributed to areas demonstrating a need for funds.

Reserve for Eligible Provider List and Performance Management Enhancements

The State will reserve funds to explore the use of Unemployment Insurance and other administrative records to improve performance reporting processes, to facilitate the verification of outcome data from eligible training providers and to explore alternative data sources to ease the burden on the providers of collecting and reporting this information. The State will focus primarily on programming necessary to participate in the Wage Record Interchange System (WRIS) designed to allow states to share unemployment insurance data for performance reporting purposes.

Reserve for Evaluation Contracts

The State will support evaluation efforts. Funds will be used to support research and development of cost benefit models for the system and to coordinate development of the required Annual Report. Funds will also be reserved to pay for costs of ongoing customer satisfaction surveys for all customer groups in the WIA.

Incentive Grants

In accordance with the decisions of the Council, the State will reserve 10% of the allocation available each year for distribution of incentive awards among the Workforce Investment Areas (see section V).

Assisting in the Operation of the One Stop system

The State will make available 10% of the state funds each year to assist in the operation of the One Stop system. Up to one-half of these funds will be used to provide for the operating costs of the Idaho Works kiosks that are being placed in remote and high traffic locations. The balance of these funds will be made available to support software enhancements to improve customer access to information and services in the One Stop system. Local Workforce Investment Boards and state partners will help identify priorities for these enhancement activities. As the system matures, funds may be directed to other One Stop system-building needs identified at the local level.

Areas with high concentrations of eligible youth

The State will budget \$200,000 to support programs in areas with high concentrations of eligible youth (those in poverty experiencing other barriers). Section IV.B.16 contains a more complete description of the planned use of these funds which will be awarded to all workforce areas.

Capacity Building and Technical Assistance

The State is reserving \$50,000 to be used to finance consultants, training conferences or other activities to build the capacity of the workforce investment system under WIA. Early efforts will be directed towards building a continuous improvement system. Local areas will be polled to determine their specific needs for training and assistance and will be included in decisions about the specific use of these funds.

Fiscal and Program Management

The State is reserving approximately \$1.4 million to pay for the costs of state administration and program functions and to support the costs of the shared state-local systems including the statewide MIS and FMIS systems, marketing, labor market information and other costs benefiting the local delivery system.

Optional activities

Assuming that sufficient funding is available to fund the activities identified above and that future funding remains fairly consistent additional support may be made for the optional activities describe below in the order of preference:

Older Worker Proposal

The State will make available \$23,000 for the Idaho Commission on Aging to support personnel and non-personnel costs associated with implementation and management of technical assistance services to be provided by ICOA to meet the employment and training needs of low-income, unemployed older workers.

Additional Dislocated Worker Services

The balance of state 15% Reserve funds will be allocated to the local areas to supplement their Dislocated Worker substate formula and Rapid Response allocations. Priority for funding will include support for dislocation events requiring additional resources and to meet expanding community needs resulting from an overall increase in those needed services.

State of Idaho
Five-Year Strategic Plan
Modification No. 2

The Strategic Five-Year Workforce Investment Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act is being modified. The following information outlines those areas of the plan proposed for modification. These modifications are subject to change based on public comments. Persons wishing to comment on these modifications may submit written comments to cbrush@jobservice.us: or to Cheryl Brush, Chief, Workforce Systems Bureau, Idaho Department of Labor, 317 West Main, Boise, Idaho 83735. Comments received by the Department, no later than August 20, 2003, will be considered as part of plan development.

Wagner-Peyser State Plan for Agricultural Services, PY 2003, Attachment 13, pp. 149-164

The State's Migrant and Seasonal Farmworker (MSFW) plan has been updated for the coming program year in accordance with recently issued planning guidance, replacing the plan submitted in Modification No. 1. The State of Idaho is committed to serving the MSFW population within the state. This population is vital to the agricultural industry, one of the largest industries within the state. As such, services should be and are extended to both MSFWs and their employers, so that they both receive the services they merit.

Please refer to the State of Idaho Five-Year Strategic Plan Modification No. 1 to review any previously proposed modifications to the Plan. This document may be accessed through the following URL: <http://www.jobservice.us/wia1/wioplanmod1.doc> .

Wagner-Peyser
State Plan for Agricultural Services
Program Year 2003
July 2003 – June 2004

I. SUMMARY OF STATE PLAN REQUIREMENTS

The Department's MSFW Plan parallels federal regulatory requirements at 20 CFR 653.107, Subpart B. Idaho, identified for PY 2003 as one of twenty "Significant Migrant and Seasonal Farmworker States", will provide migrant and seasonal farmworkers (MSFWs) with qualitatively equivalent and quantitatively proportionate services to those provided to the non-MSFW population. Full compliance with federal regulations is projected for PY 2003.

The plan contains the following sections:

- I. Summary of State Plan Requirements
- II. Assessment of Need
- III. Outreach Plan
- IV. Employment Services Provided to MSFWs
- V. Employment Services Provided to Agricultural Employers
- VI. Other Requirements
 - 1. Contingency Planning
 - 2. State Monitor Advocate Statement
 - 3. MSFW Affirmative Action Plans –Not Applicable
 - 4. Review and Comment by WIA Section 167 National Farmworker Job Training Program Grantees

II. ASSESSMENT OF NEED

Idaho's primary need for migrant and seasonal farmworkers is for its potato, sugar beet, onion, and fruit crops. Beets and potatoes are found throughout southern Idaho along the Snake River Plain. Onions and fruit crops, along with other specialty crops, such as grapes and hops, are located primarily in the southwestern area.

The farm agricultural growing and harvesting season is from March through October for the southwestern area and parts of the south-central area. The higher elevations of the east and southeast have a shorter season that traditionally runs from April through October. Early season labor requirements for sugar beets and potatoes are the thinning of beets and weeding for both beets and potatoes, especially if moist (wet) weather conditions prevent early mechanical cultivation. Beginning in April, demand for migrant and seasonal labor remains high for sprinkler irrigation for all crops, especially in south-central Idaho. Beet and potato harvest requires labor for truck drivers, general laborers, and equipment operators. Potato harvest occurs from late August until early November. Sugar beets are harvested from late September into November. Labor for onions is primarily needed during the harvest in September and early October.

Fruit crops require the greatest number of workers during harvest with smaller crews for pruning in the dormant stage. Cherry harvest begins in mid-June and ends in July, while prunes, plums, and peaches are harvested in August and September. Grapes, which represent a small portion of

southwest Idaho's farming acreage, approximately 600 acres, require temporary workers for their short harvest period in October.

Hops are grown in two areas of Idaho. Southwest Idaho has approximately 2,800 acres while Boundary County in northern Idaho has 1,800 acres. This crop is also labor intensive for the planting and harvest period, which is March to August in the south and late March to September in the north.

Idaho's biggest fruit crop (apples), which represents 62% of the total fruit acreage, continues to decline in the number of growers and acreage as a result of falling prices. In its latest survey of apple acreage, Idaho Agricultural Statistics Service indicates a decline from 7,616 acres in 1993 to 5,705 in 1999. The number of orchards decreased from 163 to 149 during this same period.

The labor tasks for some or all crops represented in Table II A usually are: Planting, Irrigating, Thinning, Hoeing, Topping and Harvesting. The presence of seasonal workers is known to peak at the harvest period for all agricultural areas in the state.

Table II A. Agricultural Activity in the State

Crops	Planting	Harvesting			Production Areas
		Begin	Most Active	End	
Alfalfa	May			Oct	Statewide
Apples		Aug	Sep-Nov	Nov	SW
Barley (Spring)	Mar-May	Aug	Aug-Sep	Oct	Statewide
(Winter)	Sep-Oct	Jul	Jul-Aug	Sep	Statewide
Beans	May-Jun	Sep	Sep-Oct	Oct	SW, S.Central
Cherries		Jun	Jun-Jul	Jul	SW
Corn (Grain)	May	Oct	Oct-Nov	Dec	SW, S.Central, East
(Silage)	May	Sep	Sep-Oct	Oct	SW, S.Central, East
(Processing)	Apr-May	Aug	Aug-Sep	Sep	SW, S.Central
Hops	Mar	Aug	Aug-Sep	Sep	SW, North
Onions	Mar-Apr	Aug	Sep-Oct	Oct	SW
Peaches		Jul	Aug-Sep	Sep	SW
Peppermint and Spearmint	Oct-Nov	Jul	Jul-Aug	Aug	SW
Potatoes	Apr-Jun	Jul	Sep-Oct	Nov	SW, S.Central, East
Prunes and Plums		Aug	Aug-Sep	Oct	SW
Sugar Beets	Mar-May	Oct	Oct-Nov	Nov	SW, S.Central, East
Wheat (Spring)	Mar-May	Aug	Aug-Sep	Sep	Statewide
(Winter)	Sep-Nov	Jul	Aug-Sep	Sep	Statewide
Oats (Other Small Grains)	Mar-May	Aug	Aug-Sep	Oct	Statewide

The Department has implemented a new statistical methodology for estimating agricultural employment. This model uses data specific to Idaho, as opposed to using Bureau of Labor Statistics (BLS) trend data that is based on a three-state figure, and does not accurately reflect county information within Idaho. This ensures that state and county level employment data is more accurately depicted without the influence of the states. The Idaho model, the results of which are shown in Table II B, adopts the basic principles used in the traditional BLS model, but Idaho's trend and seasonality factors are determined using Idaho ES202 data. This provides a more accurate picture of the seasonality and growth patterns for the area.

Table II B. MSFW Activity in Idaho for 2002

2002 by Month	Hired Workers	Operators	Unpaid Family Workers	MSFW Workers
Jan	20185	9013	356	342
Feb	21298	9013	372	1113
Mar	24186	9013	423	4001
Apr	30868	9013	560	10683
May	32158	9013	608	11973
Jun	34382	9013	651	14197
Jul	35258	9013	678	15073
Aug	35265	9013	671	15080
Sep	36753	9013	680	16568
Oct	37774	9013	740	17589
Nov	28510	9013	481	8325
Dec	24279	9013	406	4094

As of this date, the health of the 2003 agricultural season is similar to that of last year's. Most crops planted for this year are at or slightly below previous years' plantings. Table II C shows the planting intentions of selected crops within the state of agricultural employers. Currently the prices received for these commodities are at or below prices received during the same period last year.

Table II C. 2003 Selected Planting Intentions

CROP	PLANTED		PLANTING	2003 as a % of 2002
	2001	2002	2003	
	<i>Thousand Acres</i>			<i>Percent</i>
Winter Wheat	760	730	760	104
Spring Wheat	520	530	520	98
Corn	175	190	195	103
Oats	130	125	125	100
Barley	700	730	740	101
All Hay	1,420	1,570	1,500	96
Sugar Beets	199	212	210	99
Dry Beans	75	95	100	105

Unless there are some unforeseen changes in the industry there may be year-to-year decreases in the number of agricultural jobs. The trend to higher technology continues for most all jobs and will require that workers will need increased education and skill levels. There is a good possibility jobs could remain stable or decrease slightly, but many of the jobs will be significantly different than they are today. Currently, most farm labor vacancies have been filled; however, several areas such as southwest and south-central Idaho still have a need for some general laborers. It is anticipated that the number of MSFWs required for the coming season will be around a low of 300 to 400 in January to 17-18,000 for the high demand months of July through October. See Table II D for a breakdown of the 2003 projections of MSFWs in the state.

Table II D. Projected MSFW Activity in Idaho for 2003

2003 by Month	Hired Workers	Operators	Unpaid Family Workers	MSFW Workers
Jan	20218	9013	356	349
Feb	21286	9013	372	1416
Mar	24190	9013	423	4320
Apr	31026	9013	560	11156
May	32299	9013	608	12430
Jun	34225	9013	651	14356
Jul	34977	9013	678	15107
Aug	35220	9013	671	15350
Sep	37193	9013	680	17324
Oct	37085	9013	740	17215
Nov	28049	9013	481	8179
Dec	23645	9013	406	3775

III. OUTREACH ACTIVITIES

The Department of Labor's network of 24 Job Service offices will be fully integrated with the One Stop system in the six Workforce Investment Areas. Five local Job Service offices have been designated by local Workforce Investment Boards as One Stop Centers and will offer the full array of services of the One Stop system partners. The remaining 19 local Job Service offices will be Affiliate offices in the One Stop system and will offer the full complement of services provided by the Department along with other partner services as identified by the respective local boards. Five local Job Service offices have been designated "significant bilingual" MSFW offices. The Payette and Canyon County offices are located in the southwestern area. Two offices, Mini-Cassia (Burley) and Magic Valley (Twin Falls), are located in the south-central area. The fifth, Rexburg, is located in the southeastern portion of the state. The south-central offices were designated as "significant bilingual" primarily due to the high volume of H-2A activity, as a result of the Snake River Farmers' Association's need for irrigators.

It should be noted that although the federal planning guidance designates the Emmett Job Service as a significant MSFW office, the area has changed drastically in regards to the almost complete elimination of the fruit tree industry due to a variety of factors, which include dropping fruit prices and increasing housing developments in the area. Because of these factors, there are few, if any, MSFWs in the area and the resources previously allocated to it could be better utilized elsewhere in the state. Although the Emmett Job Service no longer operates as a significant MSFW office, it still employs bilingual (Spanish) staff. It is hoped that the Regional ETA office will take administrative notice of these factors and consider this particular office non-significant for planning and compliance purposes despite what was issued in the planning guidelines.

In addition to the five "significant MSFW" offices, six other local Job Service offices will be allocated dedicated outreach resources due to MSFWs in the makeup of the local labor markets—Emmett and Mountain Home in southwest Idaho, Bonners Ferry in northern Idaho, and Pocatello, Blackfoot and Idaho Falls in southeastern Idaho. Bonners Ferry MSFW services are primarily centered on the Elk Mountain Farms and tree nursery industry. Elk Mountain Farms is a hop grower under contract for the Anheuser-Busch Company and has approximately 1,800 acres in production.

Allocated staff for outreach will be locally driven with emphasis on services that are customer-driven and customized to specific labor markets, rather than focusing solely or primarily on the number of services provided. Outreach activities will be coordinated with other public and private community organizations, One Stop partners, where appropriate, and MSFW service providers in order to inform as many MSFWs as possible as to the services that are available through Job Service and other providers. Information concerning services for MSFWs is also available on the state's *IdahoWorks* Internet system.

The Department plans to fund a total of 2.62 FTEs for MSFW outreach in the five "significant bilingual" offices and six other offices for PY 2003. Although there has been some adjustment in time allotments between offices due to varying levels of MSFW activity in each area, there was no overall increase or decrease from PY 2002 to PY 2003 for the state, as shown on Table

III. The Idaho Department of Labor will maintain this level of support in order to retain the same number of positions that have been allocated for the current year.

Table III. Anticipated MSFW Service Goals

Local Job Service Office MSFW/Outreach Staff (FTE)	FTEs		Outreach Days	MSFW Contacts
	PY 02	PY 03		
Bonnors Ferry	.14	.20	3	81
Payette*	.53	.61	11	297
Emmett	.16	.08	3	81
Canyon County*	.51	.48	11	297
Magic Valley	.15	.17	3	81
Mini-Cassia*	.47	.44	10	270
Mountain Home	.08	.17	2	54
Rexburg*	.12	.13	3	84
Pocatello	.07	.08	2	54
Blackfoot*	.35	.22	8	216
Idaho Falls	.05	.06	1	27
Total	2.62	2.62	57	1542

*Denotes MSFW significant offices

Totals for Local Job Service Office FTEs are rounded and may be more than total allocation.

All eleven local Job Service offices with outreach staff have permanent and/or temporary staff who are bilingual in Spanish to conduct outreach. During the area's peak agricultural season, if resources permit, additional temporary bilingual staff will be used to support MSFW activities. State staff from the Monitor Advocate Unit spend a minimum of 10% of their time conducting outreach throughout the state. Any contacts made from these efforts will be included in the totals of the local Job Service office area where it occurred.

The goal for PY 2003 MSFW contacts through outreach activity by Job Service staff is 1,542. Federal requirements call for outreach staff to contact a minimum of five (5) MSFWs per staff day worked, on a statewide level. Outreach workers will keep logs on MSFW contacts with complete records of the services provided. During the 2003 agricultural season the Department will be using an automated reporting system to meet reporting requirements established at 20 CFR 653.107 and 653.108 for program monitoring.

Staff assigned to outreach will contact MSFWs at their work sites, labor camps, living areas, and other places frequented by the migrant and seasonal farmworkers. Information regarding ES services, farmworker rights, Unemployment Insurance, Job Service complaint system, WIA employment and training services for Adults, Dislocated Workers and Youth, along with other community services that may be needed, will be provided. The information will be presented verbally and/or in writing in both English and Spanish. In many instances, these efforts are coordinated with other agencies, such as Idaho Legal Aid, the Idaho Migrant Council, and others in order to provide MSFWs with a comprehensive look at the services available to them.

Outreach workers will encourage MSFWs to come in to the local Job Service office to register for all available services. For those who choose not to or cannot visit the local Job Service office, the outreach worker will provide on-site assistance for services including: work registration, referrals to available job openings for which they qualify, prepare and accept complaints or apparent violations, provide information on local labor markets and training opportunities or refer workers to other service providers.

Public Service Announcements (PSAs) are also used by local Job Service offices to notify MSFW customers of available services. The PSAs are distributed to Spanish-speaking radio stations. PSAs will be used again to inform and educate farmworkers and their families about services and protection available in the state of Idaho. Several videos have been developed in both English and Spanish, which encourage farm workers to 1) participate in Spanish language job search workshops, and 2) utilize the job search capacities of the *IdahoWorks* system. Special presentations are being made to English as a Second Language groups, Hispanic high school students and other groups of farm workers to encourage integration of the *IdahoWorks* system and teach participants the basics of personal computing.

The Department will disseminate information on agricultural job openings directly to the Idaho Migrant Council, Idaho Legal Aid, various churches, and other community agencies throughout the state for assistance in recruitment. The Department's Research and Analysis Bureau will publish the "Farm Labor Bulletin" biweekly between April and October. The bulletin is printed in English and Spanish and contains a variety of information regarding the agriculture industry in Idaho.

Public radio announcements, bilingual brochures, posters, and flyers will disseminate information about Job Service services. Job Service will also print bilingual flyers describing job openings regarding H-2A Clearance Orders for Irrigators for intrastate and interstate distribution.

IV. EMPLOYMENT SERVICES PROVIDED TO MSFWs

Idaho is one of twenty "significant MSFW" states for PY 2003 as designated by the U.S. Department of Labor. This designation requires the state to meet performance indicators established by the U.S. Department of Labor.

Equity indicators require that the Department provide services to MSFW registrants in at least the same proportion as provided to non-MSFW registrants. For example, if 50% of the non-MSFW registrants are referred to jobs, then at least 50% of the MSFW registrants must be referred to jobs. The equity indicators are:

- ◇ ratio of non-MSFWs to MSFWs referred to jobs,
- ◇ ratio of non-MSFWs to MSFWs for whom a service is provided,
- ◇ ratio of non-MSFWs to MSFWs referred to supportive services,
- ◇ ratio of non-MSFWs to MSFWs counseled, and
- ◇ ratio of non-MSFWs to MSFWs for whom a job development contact was made.

Minimum service levels are specific standards set for the state by the U.S. Department of Labor. Unlike equity indicators, the standard for service to MSFWs is established for the state at the beginning of the program year, and does not change according to services provided to non-MSFWs.

Minimum service levels are:

- ◇ MSFW applicant pool placed in a job – 42.5%,
This level (42.5%) was established in 1979 for all states, and was based on the average of all MSFW applicants available nationwide that were placed at that time. It is our recommendation that this percentage be renegotiated with our federal partner based on more current performance data and considering external factors such as the changes to agriculture, and the transition of many farm workers to non-agriculture longer-term jobs.
- ◇ Placed in a job paying at least \$.50 above hourly minimum - 14%,
- ◇ Placed on long-term, non-ag jobs – 4.0%,
- ◇ Review of significant MSFWs Job Service offices - 100%,
- ◇ Field checks on all ag clearance orders on which ES placements have been made – 25%,
- ◇ ES outreach staff will contact a minimum of five MSFWs per staff day, and
- ◇ Unresolved complaints, not more than 10% past 45 working days unless referred to enforcement agency or are awaiting a hearing.

As required by federal standards, for PY 2003, the Department intends to meet or exceed at least four of the five equity indicators, and at least four of the seven minimum service level indicators. The Department tracks its performance on each of the performance indicators on a monthly, quarterly, and annual basis.

For PY 2001 (ending June 30, 2002), the Department met all five equity indicators and six of the seven Minimum Service Levels. The one Minimum Service Level missed was the number of MSFWs placed (199 of 1,289 applicants) or 15% compared to the USDOL's standard of 42.5%.

Idaho's economy continued to expand during 2002 but is experiencing slower growth this year as some agricultural produce prices decline along with an increase in layoffs in forestry, mining, and manufacturing. The technology sector was hit very hard over the last year, when it alone lost over 1,900 jobs in computer and electronics related manufacturing. However, urban areas still continue to outpace the rural areas of the state in job growth. The non-agricultural job sector, although currently experiencing some reductions, is expected to remain fairly stable. We believe declines will continue in agricultural jobs as a result of the high energy prices for irrigation, limited water for irrigation, low crop prices, and continued movements away from farm labor through automation and increased use of chemicals and herbicides.

The characteristics of the MSFW population indicate a large percentage of MSFWs are Hispanic and predominantly Spanish speaking. As the Department continues to automate and integrate the delivery of services within the One Stop System, new strategies are being designed to serve the MSFW customer. Currently, the Department's electronic self-registration system for labor exchange and the Customer Satisfaction Survey are available in English and Spanish in all 24 Job Service offices as well as our approximately 130 One Stop *IdahoWorks* host sites. The state

and local Workforce Investment Boards have placed the majority of 30 kiosks in our more rural and remote areas of the state. Additionally, some local Job Service offices have developed other handouts in Spanish based on local labor market conditions or information on services and procedures. The Department will continue to assess the need and availability for bilingual staff in areas with a high concentration of Spanish-speaking population.

The Monitor Advocate Unit will continue to conduct ongoing monitoring of the service provided to Migrant and Seasonal Farmworkers. Reviews will be conducted in each of the five significant offices to identify the needs and concerns that affect the provision of services for farmworkers, and provide technical assistance as appropriate. The issues identified will be brought to the attention of the Administrative and Executive personnel when necessary.

The Monitor Advocate is the Department's lead representative to ensure that ES services are coordinated with other MSFW service providers, to identify overall changes in agricultural employment, MSFW trends, employment rights, and to recommend new program approaches. The Monitor Advocate's position and a Complaints Investigator will be funded by Wagner-Peyser.

To protect the employment rights of MSFWs, federal regulations place the responsibility of administering the Job Service-related complaint system within the Department. MSFW complaints, including H-2A complaint investigations and informal resolution, will be handled through the local Job Service offices. Unresolved complaints will be referred to the Monitor Advocate's office for determination. The Monitor Advocate staff will also perform follow-up on complaints filed with local Job Service offices and referred to other agencies.

Planned service levels and equity indicators are displayed on the following page, Worksheet ES-4.

**EMPLOYMENT SERVICES PROVIDED TO MSFWs
(Worksheet ES-4)**

U.S. Department of Labor Employment and Training Administration ES Services provided to Migrant and Seasonal Farmworkers	State: Idaho	Program Year: 2003			
			Revisions		
	Date	Initial	No. 1	No. 2	No. 3

Part I. EQUITY RATION INDICATORS

Individuals	Migrants and Seasonal Farmworkers		Non-MSFWs		Equity *
	Individuals Recd Service	% of Apps Recd Service	Individuals Recd Service	% of Apps Recd Service	Col b/ Col d
	(a)	(b)	(c)	(d)	(e)
Total New and Renewal Applications	1100		190,000		
1. Referred to Jobs (ES controlled)	627	57%	104,500	55%	103%
2. For whom some service is provided (ES controlled)	750	68%	112,000	59%	115%
3. Referred to Supportive Services (ES controlled)	220	20%	3,000	1.6%	1250%
COMPLETE APPLICATIONS NEW APPLICANTS AND RENEWALS	1050		181,450		
4. Counseled (ES controlled)	20	1.8%	950	.5%	360%
5. For whom a Job Development Contact was made (ES controlled)	6	.5%	450	.23%	217%

Part IIA. MINIMUM SERVICE LEVEL INDICATORS

SAMS DATA ITEMS	INDICATOR	NUMBER	PERCENT
	(a)	(b)	(c)
1. MSFWs Placed	42.5%	468	42.5%
2. Placed on job with wage at least \$0.50 above hourly minimum	14%	154	14%
3. MSFWs placed on long-term non-agricultural jobs (150 + days)	4.0%	44	4.0%

Part IIB. MINIMUM SERVICE LEVEL INDICATORS

NON-SAMS ITEMS	CRITERIA	UNIVERSE	NUMBER	PERCENT Col c/ Col b	PRODUCTIVITY
	(a)	(b)	(c)	(d)	(e)
4. Significant MSFW Local Job Service offices	100%	5	Reviewed 5	100%	
5. Agricultural Clearance Orders- Field Checks where JS placements have been made**	% Checked- 15%	227	Checked 34	15%	
6. Complaints	% Unresolved 10%	530	Unresolved 25	5%	
7. Outreach Contacts	Productivity 5 per day	1,542	Staff Days 57		27/day

*Results of 1.0 or greater than 1.0 in Column (e) indicate equity of service to MSFWs.

**15% of total Ag clearance orders will be checked, which would include a minimum of 25% of sites where JS placements occur.

V. EMPLOYMENT SERVICES PROVIDED TO AGRICULTURAL EMPLOYERS

Agricultural job openings listed with the Job Service during PY 2001 decreased by 32% from the previous year as openings numbered 2294 compared to 3365 for PY 2000. This resulted in a 14% reduction in the number of agricultural openings filled from 1101 in PY 2000 to 939 in PY 2001. Agricultural job listings continue to show downward trends. These declines reflect various factors impacting the agricultural community, including adverse economic conditions and increased mechanization, resulting in the displacement of farm workers. Other conditions adversely affecting farmworker employment include fewer farms in operation, more employer attachment by the same MSFWs as more workers drop out of the migrant stream to take up permanent residence and other non-agricultural jobs. Additionally, declines in agricultural listings may also be impacted by the long-term effects of the Department's enforcement/compliance role for USDOL labor certification and housing programs on the labor exchange services for agricultural employers. Our estimate for agricultural job openings listed with the Job Service for the 2003 season is projected to be lower than those of the previous seasons, anticipating requests for approximately 2,000 openings and filling approximately 35% of them.

The reduction in agriculturally related job listings and placements is in sharp contrast to the rapidly increasing demand for foreign workers through the Foreign Labor Certification programs, initiated through the Agricultural Clearance Order process. During the 2002 agricultural season, 166 employers listed 695 H-2A openings through Job Service for farm workers/irrigators. H-2A refers to a section in the Immigration and Nationality Act, under Immigration and Naturalization Service regulations. Regulations under this section address the hiring of alien workers for temporary agricultural labor positions. This was an increase of 20% in both employers and job openings from 2001. Many of these employers are members of the Snake River Farmers' Association (SRFA), which acts as a recruitment agency in southern and southeastern Idaho employers. The projection for 2003 is that this number will increase 30% or more, to over 200 employers participating in the program. It is expected that there will be approximately 850 openings available. The other major agricultural group using the H-2A program is sheep ranchers, primarily employing sheepherders. The 2003 season is expected to see increases similar to 2002, which resulted in a 23% increase in employer participation to 64 employers, and a 24% increase in workers to 349 over the previous year.

Basic labor exchange services will be provided to the agricultural employer community through the automated process of matching job seekers to job orders received as well as recruitment and direct referral from staff. The Department has developed videos to aid in the recruitment of U.S. farmworkers for hops, and for irrigators. The Department will continue to provide information about ES services and assist agricultural employers through direct employer visits and outreach to grower organizations, county extension offices, and through special presentations and seminars to agricultural employers, farm labor contractors, and Job Service Employer Committees. Information may be provided through radio and TV, or other media in conjunction with other agencies and organizations involved with the agricultural employer community. These efforts will be coordinated with other marketing efforts that will be developed as part of the respective area's One Stop system.

To identify agricultural employers in need of labor, the Department will review prior year job orders and request input from grower organizations and local JSEC committees. Direct outreach activities, specialized surveys and other labor market information available through the Department and One Stop system will also be used to identify agricultural employer needs. Information from other agencies or organizations that represent or serve the agricultural community will also be solicited to identify areas of needed services.

The Department will continue to expand services to agricultural workers and employers by coordinating basic labor exchange services, outreach, information dissemination, and training workshops with other One Stop partner agencies, organizations and the employer community. Working relationships exist with the Idaho Migrant Council, Idaho Legal Aid Services, Inc., and various agricultural producer organizations to provide services and information.

VI. OTHER REQUIREMENTS

1. Contingency Planning

The repeal of the Wagner-Peyser Act and the elimination of WIA Section 167 grantees (National Farmworker Job Training Program) would pose problems for MSFWs as well as for the workforce development service providers in the state. The loss of direct funding would have a significant impact upon the programs serving MSFWs in the state, leading to a drop in service delivery. A loss of approximately one million dollars will have significant impact in a state the size of Idaho. If funds were consolidated making fewer resources available to the state, the entire service delivery system for all customers would be subject to reconsideration.

At this time, it is impossible to establish a contingency plan that properly addresses these issues when only one house of Congress has acted. To develop and commit to a plan without legislation would be speculative and not in the best interest of the State or our customers. The State will immediately begin to consider its options, once the legislative framework is developed.

2. State Monitor Advocate Statement

The State MSFW Monitor Advocate is designated as the Department's lead representative to ensure that ES services are provided in an equitable manner to MSFWs and when possible and appropriate, coordinate services with other MSFW service providers, identify overall changes in agricultural employment, identify MSFW trends, oversee the Job Service Complaint System and recommend new program approaches. The Monitor Advocate Unit has two staff members; Dunnia Burnham, State Monitor Advocate and Regina Brown, Complaints Specialist that are funded by Wagner-Peyser grant resources.

The Department and its local Job Service offices provide the full range of ES benefits and protections, including the full range of counseling, testing, and job and training referral services to MSFWs. The Monitor Advocate Unit assists the Department in meeting this by providing training and technical assistance to local Job Service office personnel concerning the MSFW special service requirements and best practices. The Monitor Advocate Unit currently provides training and technical assistance to local Job Service office staff during the review visits and as needed and/or requested by office managers. A priority for the Monitor Advocate Unit this year is to provide "one on one" training and technical assistance to newly hired outreach personnel.

The Monitor Advocate Unit will continue to make this practice a priority during subsequent years.

During the past three years, the Monitor Advocate Unit has concentrated its efforts in assisting the Department to make services accessible to migrant and seasonal farmworkers (MSFWs) and Limited English Proficient (LEP) customers. Such efforts have included the revision/translation of the initial automated self-registration, Unemployment Insurance program on-line services, the creation of Spanish brochures regarding the usage of computers and self-registration, and creating awareness of the usage of computers and the new automated systems during fairs, conferences, and other activities attended by MSFWs and MSFW service providers. The Monitor Advocate coordinated with IT Systems staff and provided suggestions for making the automated tools user friendly to farmworkers, ensuring that the federal requirements were met through the automated system.

In the past, the Monitor Advocate has coordinated requests for written translations between the Department and a translator under contract, reviewed and edited translations submitted by the contractor and ensured accurate translations of documents. The Monitor Advocate Unit will continue to assist the Department with language accessibility compliance by identifying and reporting accessibility problems or issues and by suggesting solutions.

The Monitor Advocate Unit will continue to plan a MSFW training conference based on the Director's approval and budget feasibility. Previous conferences have been successful. Based on feedback from participants, they are an efficient tool for training staff, sharing new techniques and approaches on MSFW services and strengthening partnerships with other state and federal agencies and with local organizations serving farmworkers. The topics presented during the 2003 Migrant and Seasonal Farmworker Partnerships Conference included Outreach Practices, Job Service Complaint System, Labor Law Updates (including newly implemented minimum Farm Wage and State Farm Labor Contractor registration laws), H-2A (including housing inspections), Alien Labor Certification, and Labor Market Information.

The automated self-registration has many advantages and may present challenges to some Limited English Proficient customers. Many customers are not familiar with computers, and others are not English proficient. The Department continues to work on the coding process, which identifies whether or not a customer is a farmworker (migrant and/or seasonal). Furthermore, many customers choose not to fill out a work history. Local Job Service offices make every effort to assure that customers are accurately coded in regard to MSFW status in the Department's automated registration system, and to provide needed assistance at the point of registration. For those not identified at the time of registration, followup is conducted to offer services and to verify if the customer meets the criteria of MSFW status; corrections to MSFW coding are made as needed. The Monitor Advocate Unit will continue to provide suggestions and work with the appropriate staff to improve this self-registration tool.

The Monitor Advocate Unit continues to conduct site visits to the local Job Service offices that provide outreach to farmworkers, and continues to engage in discussions and make recommendations regarding any areas that may be improved or enhanced. Eleven local Job Service offices continue to conduct outreach to migrant and seasonal farmworkers. They are committed to conducting outreach during evening hours and other appropriate times and using appropriate media to increase the opportunity of successfully reaching the highest possible number of farmworkers. The Monitor Advocate Unit personnel have also performed outreach

during the visits to the local Job Service offices, made presentations during fairs and celebrations and coordinated with ESL classes and other MSFW service providers.

Federal regulations require documenting and reporting outreach activities conducted by the offices. The Monitor Advocate Unit and IT systems personnel developed a database for the documentation of data on outreach activities. The usage of this database has many advantages over the traditional method of documentation. It increases the effective use of staff time, increases accuracy in calculations, and provides easy access to historical reference for better planning. In the future, the Department plans to have this instrument available on the Internet. This will allow for easier access to the application, job references and other information to better assist farmworkers during outreach. Another priority for the Monitor Advocate Unit this year is the development of a basic, more appropriate and attractive outreach packet for distribution to farmworkers during outreach activities.

With the exception of the discrimination complaints, which are handled directly by Rogelio Valdez, State WIA Equal Opportunity Officer, the Monitor Advocate Unit continues to oversee the Job Service Complaint System. The local Job Service offices handle complaints from MSFWs and non-MSFW customers, against employers and Job Service, attempt informal resolution and make appropriate referrals. The State Monitor Advocate, the Complaints Specialist, the Outreach Workers and other local Job Service office personnel continue to be committed to filing apparent violations of employment related laws they encounter while conducting outreach, field checks and while conducting their daily duties. With the increasing number of employers participating in the Alien Labor Certification programs H2A and H2B, the Monitor Advocate Unit is placing special interest and effort in ensuring that workers are informed about employment related laws and regulations, that the rights of workers are protected and that a thorough follow up is conducted with the H2A and H2B complaints and apparent violations. The Monitor Advocate Unit is placing special efforts to ensure that workers are informed about the new Farmworker Minimum Wage and Farm Labor Contractor laws and that appropriate follow up is conducted on complaints and apparent violations filed under these laws.

The agricultural community continues to face many natural and economic challenges that affect MSFWs. The acquisition of the basic skills such as English as a second language, and familiarity with new technology found in dairy, warehouse, and other industries continue to be a challenge for farmworkers to move toward more stable, better paying jobs. The local Job Service offices need to be fully informed of what is available for farmworkers in their areas, including short term training programs, ESL classes, etc., The local Job Service offices also need to thoroughly assess the skills, strengths, and needs of farmworkers who register at the local Job Service offices, and make appropriate referrals to jobs and training opportunities, so that farmworkers make informed employment decisions and have meaningful access to all the services that are available in the Job Service offices.

3. MSFW Affirmative Action Plans

Since Idaho is not a state with designated significant Affirmative Action local offices (top 20% of MSFW activity nationwide), no Affirmative Action Plan is required as part of this Agricultural Services Plan.

4. Review and Comment by WIA Section 167 National Farmworker Job Training Program Grantees

As required under 20 CFR 653.107 (d), this plan will be submitted for comments to the appropriate interested MSFW groups, organizations, and public agencies, including WIA Section 167 grantee, Idaho Migrant Council. A list of these contacts is included on the following page. Any comments received from any or all of the plan recipients will be included and submitted as part of this Agricultural Services Plan.

INPUT FROM OTHER AGENCIES AND ORGANIZATIONS

The following list of individuals and organizations were provided copies of the State Plan for Agricultural Services for review and comment.

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